

SDPZ VISTA Development & Research Associate

On June 6, 2016, San Diego Promise Zone (SDPZ) became one of 22 federally designated Promise Zones in the United States and one of only four in California. SDPZ covers a 6.4-square-mile targeted area that spans Barrio Logan, Logan Heights, Encanto, Southeastern and parts of Downtown (East Village). It's home to some of City's most culturally rich and ethnically diverse neighborhoods but also some of the City's most disadvantaged and underserved communities.

Through this federal place-based initiative, the City's Economic Development Department unites federal government partners with local private- and public-sector organizations to streamline resources across agencies, deliver comprehensive support, accelerate SDPZ revitalization and improve the quality of life for more than 85,000 residents. The City works in partnership with AmeriCorps VISTA (Volunteers in Service to America) to advance the goals of the initiative.

The San Diego Promise Zone's goal is to alleviate poverty in some of the city's most historically underserved communities through a collaborative framework that unites organizations to work on shared goals. SDPZ aims to transform these communities in San Diego by 1) improving educational opportunities; 2) creating a priority of safety; 3) increasing economic activities; 4) creating jobs; 5) increasing access to affordable housing; and 6) increasing access to healthcare and healthy foods. The effort's overarching goal is to ensure that everyone has equitable access to opportunities, and that birthplace does not determine his or her destiny. With the City of San Diego serving as the lead organization, SDPZ has an operations team that convenes and coordinates meetings and activities with more than 50 partners, including nonprofits, community organizations, government agencies, and businesses, while actively engaging residents.

Objective of the Assignment:

The primary objectives of the VISTA Development & Research Associate are to build capacity of the SDPZ Partners by identifying potential funding opportunities and providing development assistance to small Partner agencies. Critically review opportunities to determine if they are a match for the SDPZ goal areas, identify Partners to collaborate on funding opportunities, attending bidder's conferences as appropriate, and provide technical assistance by teaching Partners how to successfully match potential funding sources with their services.

Member Activities:

- Research federal, state, local and foundation funding opportunities to identify those that are a match for the goals and subgoals of the SDPZ Strategic Plan.
- Work with the SDPZ Coordinator to organize Grant Alignment meetings to facilitate an open discussion of how the partners could work together to submit a single grant proposal/application
- Work with SDPZ Coordinator to track the grants that partners apply for and if those grants are denied or received.
- Conduct research on an ad hoc basis
- Support the development of the SDPZ annual report by capturing success stories from grants received by partners as they pertain to the Promise Zone narrative
- Provide support for Working Groups, including meeting convening, space reservations, creating agendas, and recording meeting notes. Participate in the planning of All Partner Meetings.
- Represent the SDPZ at community meetings and events as needed

To complete the activities above, it is preferred for the VISTA Development & Research Associate to have the following skills/qualifications:

- Undergraduate degree in English, Communications, Journalism, Humanities, social services, or related fields, plus one year of work experience. Two years of development/fundraising experience can be substituted for undergraduate degree.
- Excellent organizational and communication skills
- Effective presentation and public speaking skills
- Strong leadership skills and interest in serving as a mentor to other members
- Comfort communicating with different levels of staff, from volunteers to executive-level staff
- Ability to develop and maintain positive working relationships with multiple stakeholders
- Must be deadline oriented with the ability to multitask and handle various projects and responsibilities
- Ability to commit to a full year of service
- Bilingual in Spanish/English a plus
- Availability during regular business hours, plus occasional nights and weekends

AmeriCorps VISTA (Volunteers in Service to America) members bring passion and perseverance where the need is greatest: to organizations that help eradicate poverty. AmeriCorps VISTA members serve as a catalyst for change, living and working alongside community members to meet our nation's most pressing challenges and advance local solutions. **The AmeriCorps VISTA assignments are for a term of one year beginning in November 2019. Participants must be at least 21 years of age, eligible to work in the U.S., and will receive a bi-weekly living allowance of \$829.36, relocation allowance, end-of-service stipend or education award, health coverage, training, and childcare assistance if eligible.** More information about AmeriCorps VISTA service is available at <https://my.americorps.gov/mp/login.do>

Benefits:

- Professional Development Training
- Non-Competitive Eligibility (NCE): AmeriCorps VISTA is the only AmeriCorps program where you can earn federal non-competitive eligibility, giving you an edge in the federal hiring process.
- End of Service Award: Choose between a Segal Education Award (valued at approximately \$6,000) to pay for a range of education expenses or a \$1,800 cash stipend.

***Do not email your resume. Applications must be received through the AmeriCorps portal. To apply, go to: <https://my.americorps.gov/mp/listing/viewListing.do?id=91395&fromSearch=true>

Please email asouthard@sandiego.gov with questions.